

FAIRFIELD AREA SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE

INDEPENDENT STUDY

5350

5350.1 Academic Contract

An Academic Contract is an agreement between the student and the instructor for Independent Study for a designated course equal to the credit(s) established by the number of hours worked and the breadth of the objectives relative to the course credit established by the course selection guide of the Fairfield School District.

An Academic Contract shall include:

1. Course outcomes as defined in the Planned Course Guide.
2. Specific activities/assignments.
3. Flowchart and work schedule including meetings with the teacher and due dates for readings, written assignments, quizzes, tests and projects.
4. Due date for completion of the course.
5. Method of assessment.
6. Credits to be received; grading designated by quarters.
7. Final grade received.

5350.2 Contract Term

The terms of this contract shall be outlined as defined below.

5350.2a Specified measurable instructional outcomes should be derived from the Planned Course Guide, developed by the instructor and the student. Goals/Outcomes should reflect important course concepts and reflect time available.

5350.2b Activities should be specific, and relate directly to the outcomes above. On the contract form, the activities should be numbered to match corresponding outcomes. Due dates should be assigned to each activity. The student is responsible for meeting all due dates indicated.

5350.2c Textbook(s) and materials, if applicable, will be assigned to the student who is then responsible for returning them at the conclusion of Independent Study.

ADMINISTRATIVE PROCEDURE

INDEPENDENT STUDY (Contd)

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- 5350.2d Assessment may be based on a variety of methods depending upon types of activities contracted and shall be tied to the schedule for completion of activities as indicated on the contract.
- 5350.2e Credit and final grade shall be given only upon completion of all requirements. Final grade will be recorded on the student's transcript and will be reflected in grade point average and class rank.
- 5350.2f Students must complete the Independent Study course within the assigned time limit. Revisions in the contract may only be made with the agreement of all parties (student, parent, guidance counselor, teacher and high school principal).

Adopted September 16, 1996